



## NON-PROFIT EXHIBITOR INFORMATION

**Application Deadline – April 15**

*Event held rain or shine in Town Hall parking lot.  
June 10 from 10 am - 6 pm | June 11 from Noon - 6 pm*

Dear Non-Profit Organization,

The 31st annual Celebrate West Hartford will be held June 10 & 11, 2017, and now's the time to secure your place in West Hartford's premier community event.

Celebrate West Hartford is a highly attended, annual tradition that promotes, embraces and celebrates community life. It offers civic and service organizations, recreation groups and charitable foundations a way to increase public awareness of and/or raise funds for their important work. Attracting nearly 40,000 people each year, Celebrate also provides residents and visitors with a wide range of family activities including an award winning juried arts & crafts show, great food, entertainment, games, rides, a certified 5K run/walk and Kids Fun Run.

Don't miss out. **Space is limited**, so we encourage you to **REGISTER EARLY**. Fill out the enclosed application form and send it today! Your application must be received by **April 15, 2017**, to ensure that you'll be included in the Celebrate West Hartford program. If you have any questions, call 860-561-7512 or visit our website at [www.celebratewesthartford.com](http://www.celebratewesthartford.com).

We hope we can count on your participation!

For the Celebrate West Hartford Committee,  
Mary Alexander, Event Chair  
Linda Geisler, Event Director

**Application Deadline  
April 15, 2017**

**Qualifications:** Space will be limited to organizations serving West Hartford and possessing a non-profit 501(c)(3) tax number. Final approval of all participants will be at the discretion of the committee.

**Application Deadline:** To be listed in the event program, the deadline for applications is **April 15, 2017**. Late fee of \$50 will be charged for applications hand-delivered or postmarked or emailed after April 15, 2017.

**Booth Locations:** Locations will be determined by the organization's activity, at the discretion of the committee.

**Activities:** Suggested activities or sales must be approved by the committee and may require proof of insurance coverage or other requirements. The WH-Bloomfield Health District will send all food vendors a temporary food permit application. Permit fee is \$50. Food vendors also must comply with State and Local fire regulations. Please check with the CWH office for details.

**Electricity:** Electricity is available for non-profit booths on a limited basis. Look on appliance's tags for required amp/watt usage info requested. Plan ahead – please include your electricity request on your form.

**Insurance:** Certificates of insurance are required for participants serving food or drink or offering an activity that may pose a risk. For example, face painting and helium balloons are considered "hazardous."

**Security and Liability:** Security will be on site Friday and Saturday night. Participants may leave their set-up overnight, however, goods must be removed or left at the participant's risk. By submitting an application to this event, the participant acknowledges that property is brought to the event at the participant's own risk and agrees not to hold the Town of West Hartford, its officers, agents or sponsors responsible for loss or damage of any kind. It is also understood that the participant has read, understood, and accepted the conditions outlined in this document.

**Parking:** Two (2) parking permits will be provided for staff working the booth. When a shift ends, a vehicle must be moved to make room for replacement staff. Additional passes may be distributed on a limited basis.

**Rain or Shine:** In the event of rain, every effort will be made to proceed as planned. Therefore, special consideration should be made by each participant to prepare for such a circumstance.

**Smoking is not allowed** in the exhibition.

**Deadline:** **April 15, 2017** for signed form, payment by check or credit card, insurance certificate (if applicable) and vehicle information (for parking arrangements). Please make check payable to **Town of West Hartford** and indicate Celebrate West Hartford in the memo line.

**Questions:** Please call Linda Geisler, Event Director, at 860-561-7512 or email [Linda.Geisler@WestHartfordCT.gov](mailto:Linda.Geisler@WestHartfordCT.gov).

**MAIL TO: CELEBRATE! WEST HARTFORD**  
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